



SQMO - Millington Responsibilities

- **Manages In-Year Execution, In-Year Planning, and Out-Year Planning Processes**
- **Performs as "Honest Broker" to the Quota Management customers**
- **Provides overall liaison with external agencies (NPC, CNRC, NPDC, NSTC (RTC), ECMs, Detailers, etc) on quota management issues to maximize training resources**
- **Develops and Publishes QMO OPNAV Instructions**
- **Sets forth TRM Process Guidance and monthly RECLASS Guidance**
- **Manages FY Goaling Letters/Revisions Process**
- **Serves as Primary POC to ECM and Detailers on A & C School matters with respect to Quota requirements**
- **Develops and aggregates "A" and "C" School requirements for review in the Training Requirements Manager (TRM) tool**
- **Re-allocates A & C School quotas**
- **Submits emergent "A & C" School training requirements, outside the out-year planning period, to N721**
- **Reviews & analyzes "A & C" School NTQMS models & recommends adjustments, as necessary**
- **Identifies shortfalls within the SIP and recommend opportunities for potential resource savings for C Schools**
- **Re-allocates "C" School quotas for Officer requirements/New Courses, etc.**
- **Serves as Primary POC to CNRC, N13, and ECMs with respect to changes in Accession Implementation Plan (AIP) and the Rating Phasing Matrix (RPM)**
- **Analyzes ratings to ensure optimal training and recruitment of seats/goals**
- **Updates the Rating Phasing Matrix (RPM), as required**
- **Performs Exception Management**
- **Develops Business Processes for the MPT&E Enterprise**
- **Coordinates Quota Feasibility Study**
- **Overall control of the Navy Quota Management Team**
- **Reviews and approves policy for all QMO processes**
- **Management of IA Execution Levels for Student Flow and monitor for delays**
- **Creates, spreads, adjusts class schedules for all type courses**
- **Analyzes and resolves current and budget year emergent or changing training requirements, including training from Air Force and Army**
- **Coordinates training changes with the QMO, PERS 4, N13, Learning Centers and Learning Sites**
- **Serves as focal point for UIC updates in CeTARS for the NPDC Domain**
- **Modifies CeTARS data, not related to QMO, as required in support of TSCs**
- **Processes Exceptions**
- **Processes NSIPS lists using ENTQMS & PRIDE**
- **Processes RECLASS, 5-5 and Temporary Holding List s (THU)**
- **Loads Class Schedules in the CeTARS in support of 5-5, RECLASS and THU processes**
- **Loads Quotas in the CeTARS in support of 5-5, RECLASS, and THU processes**
- **Queries "Other Services" course rosters from the Navy reservation system eNTRS; builds quota requirements; and enters bookings into "Other Services" training reservation system**
- **Serves as the Liaison between "Other Services" schools and the Quota Management Office.**
- **Maintains course data on "Other Service" schools in CeTARS, OTA, and ATRRS.**